

VENDOR STANDARDS

These vendor standards have been created to comply with the U. S. Postal regulations and to hopefully expedite the mailing process . The next few pages give explanations and examples of how these names should appear on forms. In most examples, the name listed to the right in CAPITAL letters is how it should appear on forms.

PEOPLE

1. FORMAT

The format for reporting the names of people will be:

SURNAME - FIRST NAME - MIDDLE INITIAL

EX. Wendell A. Ladner ----- LADNER, WENDELL

- a. Names with a hyphen are considered as one name. married women who use both surnames come under this rule.

EX. John Mellen-Hunt ----- MELLEN-Hunt, JOHN

Mrs. Lauren B. Wehner-Evans ----- WEHNER-EVANS, LAUREN B

- b. Prefixes for the last name should be treated as part of the name that follows.

EX. Richard Van Arsdale ----- VAN ARSDALE, RICHARD

Mary De La Croix ----- DE LA CROIX, MARY

- c. Estates and guardians should be reported using the name of the estate or the individual as the first name.

EX. Tom Thacker, Trustee ----- Cowens, DAVID, ESTATE OF
Estate of David Cowens TOM THACKER, TRUSTEE

- d. Jr. and Sr. should come after the middle initial, if any.

EX. Richard A. Mount Sr. ----- MOUNT, RICHARD A SR

- e. All other forms of address and titles should also come after the middle initial, if any.

EX. Mr. Paul Silas ----- SILAS, PAUL MR

Dr. Thomas C. McMillen ----- MCMILLEN, THOMAS C DR

George I. Gervin CPA ----- GERVIN, GEORGE I CPA

Senator Steve P. Chubin ----- CHUBIN, STEVE P SENATOR

2. ABBREVIATIONS

- a. Spell out the full name. No abbreviations

Ex. Fred Lewis ----- LEWIS, FREDERICK

S. Jones ----- JONES, SAMUEL

Exception: If an abbreviation is part of the name, use the
abbreviation.

EX. John A. St. Clair ----- Sr CLAIR, JOHN A

- b. Use the correct name.

EX. If the name is Bob ----- Do not use ROBERT

If the name is Beth ----- Do not use ELIZABETH

BUSINESSES

1. ABBREVIATIONS

- a. Do not abbreviate. Spell out the full name.

EX. In. Off. Prod. ----- INDIANA OFFICE PRODUCTS
Kim Asphlt Co. ----- KIM ASPHALT CO

Words at the end of the name that describe the business may be abbreviated.

EX. Company ----- CO Incorporated ----- INC
Distributors ---- DIS Association ----- ASSN

There are many others. If they meet this condition, they
may be abbreviated.

- b. Do not use ampersands.

EX. Dun & Bradstreet ----- DUN AND BRADSTREET

2. THE

If the work "THE" is the first word in a vendor's name, please leave it out.

EX. The Box and One Company ----- BOX AND ONE COMPANY

3. PERSON'S NAME

When a company is named after a person, submit it the way it is normally written. Do not invert the first and last names.

EX. Robert R. James, Inc. ----- ROBERT R JAMES, INC

4. INITIALS

- a. Do not use initials unless the company is very well known by their initials.

EX. SRA ----- SCIENCE RESEARCH ASSOCIATES
IBM ----- IBM
AT & T ----- AT AND T

- B. If the name is not known, initials may be used.

EX. A.B. Dick Company ----- A B DICK COMPANY

5. NUMBERS

Company names with numbers in them should be written using the numbers.

EX. Tenth Street Cleaners ----- 10TH STREET CLEANERS
One and Two Dance School ----- 1 AND 2 DANCE SCHOOL

6. ORDER FROM COMPANIES

If a company is a division of a corporation, list the division that is ordered from, first.

EX. If ordering from "Ayerst Labs":

Whitehall Pharmaceuticals ----- AYERST LAVS, DIV
Ayerst Labs Dision WHITEHALL PHRMACEUTICALS

7. GOVERNMENTS AND PUBLIC INSTITUTIONS

These organizations should be formatted with the name of the city, county or state first. The name of the organization should follow.

EX. School Lunch Program, Lake Cty. ----- LAKE COUNTY, SCHOOL LUNCH
PROGRAM

ADDRESSES

1. FORMAT

Addresses can be up to FOUR lines including the vendor's name. Each line should not exceed 30 characters including spaces, periods etc.

2. ABBREVIATIONS

- a. Street names should always be spelled out. Directions in an address should be abbreviated as follows:

South ----- S	North --- ---- N	East ----- E
Southeast --- SE	Northeast ---- NE	West ----- W
Southwest --- SW	Northwest ---- NW	

Ex. 518 South East Street ----- 518 S. EAST ST

If the street name is a direction, it should be spelled out.

EX. 421 N. S. Street ----- 421 N SOUTH ST

- b. Street, rad, highway and et cetera may be abbreviated if they are not part of the street name

EX. 500 Broadstreet Street ----- 500BROADSTREET ST

- c. Cities should be spelled out.

EX. Indpls., IN. ----- INDIANAPOLIS, IN

- d. All states should be abbreviated using the standard 2 digit abbreviation.

3. BOXES

- a. Post Office boxes should be written as follows:

EX. Post Office Box 457 ----- PO BOX 457

- b. Rural box numbers should always be written with the rural route or its equivalent in front of it.

EX. Rural Route 2, Box 45 ----- RR 2, BOX 45

If the address is a rural box number, do not write it as a post office box number and vice versa.